



**Newhaven
Tennis Club**

Privacy Policy

Newhaven Tennis Club

Last updated: September 2026

1. Who We Are

Newhaven Tennis Club (“we”, “us”, or “our”) respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, store and protect personal data when you visit our website, become a member, participate in club activities or communicate with us.

This policy applies to members, prospective members, visitors, parents and guardians of junior members, volunteers, coaches and other individuals who interact with Newhaven Tennis Club.

Data protection contact: support@newhaventennisclub.co.uk

If you have any questions about how we use your personal data, please contact us using the details above.

2. Information We Collect

Membership information: When you apply for or maintain membership, we may collect your full name, date of birth or age group where required, home address, email address, telephone number, membership category and status, payment and transaction information, and relevant membership or participation records.

Junior member information: For junior members, we may collect a child’s name and date of birth, parent or guardian details, emergency contact information, relevant medical, health or accessibility information voluntarily provided for safety or participation purposes, and consent or permissions relating to activities, photography or events.

Website and enquiries: If you contact us through our website, email or other channels, we may collect your name, contact details, the content of your enquiry and any other information you choose to provide.

Website usage information: Depending on the website features and technologies in use, we may collect IP address, browser and device information, pages visited, general website usage information, and cookie or similar technology information.

Photography and video: We may take photographs or videos during club activities, events, tournaments and other tennis-related activities. Where required, we will seek appropriate consent or rely on another lawful basis, depending on the circumstances and intended use.

3. How We Use Your Personal Information

We may use your personal information for the following purposes:

- Managing club memberships and membership administration.
- Communicating with members, parents, guardians and prospective members.
- Organising tennis sessions, coaching, tournaments, competitions and club events.
- Processing membership fees and other payments.
- Managing court bookings and club facilities, where applicable.
- Contacting emergency contacts or responding to safety-related matters.
- Supporting safeguarding and the welfare of members, particularly junior members.
- Maintaining club records and managing our operations.
- Responding to enquiries and providing information about the club.
- Sending club updates, newsletters and relevant communications.
- Promoting club activities, events and achievements, where permitted.

- Maintaining and improving our website.
- Complying with legal and regulatory obligations.

4. Our Lawful Basis for Processing

Under the UK General Data Protection Regulation (UK GDPR) and applicable data protection law, we must have a lawful basis for processing personal data. Depending on the circumstances, we may rely on:

Contract: Where processing is necessary to provide membership services or fulfil an agreement with you.

Legitimate interests: Where processing is necessary for the legitimate operation and administration of the club, provided that these interests are not overridden by your rights and interests.

Consent: Where you have provided consent for a specific purpose, such as certain photography, promotional communications or optional activities.

Legal obligation: Where we are required to process information to comply with a legal obligation.

Vital interests: Where processing is necessary to protect someone's vital interests in an emergency.

The lawful basis we rely on will depend on the specific information and purpose involved. Where we process special category data, such as relevant health information, we will ensure that an appropriate additional condition under data protection law applies.

5. Children's and Junior Members' Information

- Newhaven Tennis Club welcomes junior members and recognises the importance of protecting children's personal information.

We may collect personal information about children through their parents or guardians, membership applications, coaching arrangements and club activities.

We will:

- Collect information that is relevant and necessary for the purpose.
- Explain how personal information is used in clear and accessible language.
- Apply appropriate safeguards when handling children's data.
- Limit access to personal information to people who need it for their role.
- Obtain appropriate permissions where required for photographs, videos or other optional activities.
- Retain information only for as long as it is needed for its intended purpose or legal requirements.

6. Sharing Your Personal Information

- We will not sell your personal information.

We may share personal information with third parties where necessary and lawful for the purposes described in this policy. These may include:

- Tennis governing bodies or affiliated organisations, where relevant to membership, competitions or administration.
- Coaching providers and authorised club personnel.
- Payment processors and membership administration platforms.
- Website hosting, email and other technology service providers.

- Emergency services or relevant organisations where necessary for safety or legal reasons.
- Public authorities or other organisations where we are legally required to do so.

We will only share the information necessary for the relevant purpose and will take reasonable steps to ensure that third parties handle personal information appropriately.

www.newahventennisclub.co.uk

LTA Clubspark

7. How We Protect Your Information

We take reasonable and appropriate technical and organisational measures to protect personal information against unauthorised access, loss or misuse, unauthorised alteration, and accidental destruction or disclosure.

Access to personal information will be restricted to authorised individuals who need it for club-related purposes.

Although we take steps to protect your data, no method of electronic storage or transmission can be guaranteed to be completely secure.

If we become aware of a personal data breach, we will assess it and take appropriate action in accordance with applicable data protection requirements.

8. How Long We Keep Your Information

We will retain personal information only for as long as reasonably necessary for the purposes for which it was collected, including meeting legal, accounting, safeguarding and administrative requirements.

Retention periods may vary depending on the type of information and the circumstances in which it was collected.

Membership information: May be retained for the duration of membership and for an appropriate period afterwards.

Financial and payment records: May be retained as required by applicable legal and accounting obligations.

Safeguarding records: May be retained in accordance with relevant safeguarding requirements and retention procedures.

Marketing preferences: May be retained for as long as necessary to manage those preferences and demonstrate compliance.

We will periodically review the information we hold and securely delete or anonymise information that is no longer required.

9. Cookies and Website Technologies

Our website may use cookies and similar technologies to support website functionality, understand website usage and, where applicable, provide optional features.

Depending on the technologies installed on our website, we may use necessary cookies, analytics cookies, preference cookies and other cookies or similar technologies where applicable and lawfully used.

Where consent is required for non-essential cookies, we will seek consent through an appropriate cookie consent mechanism.

You can manage cookie settings through your browser and, where available, our website's cookie preference tool. Disabling certain cookies may affect website functionality.

10. Marketing and Communications

We may send members and other contacts relevant information about club activities, events, updates and services where we have an appropriate lawful basis to do so.

Where we rely on consent for marketing, you can withdraw your consent at any time.

You may unsubscribe from marketing emails by following the unsubscribe instructions included in the relevant message or by contacting us.

We will continue to send essential administrative communications where necessary, such as information relating to membership, bookings, safety or club operations.

11. Your Data Protection Rights

Under applicable data protection law, you may have the following rights:

Right to be informed: To understand how your personal information is used.

Right of access: To request a copy of the personal information we hold about you.

Right to rectification: To request correction of inaccurate or incomplete information.

Right to erasure: To request deletion of personal information in certain circumstances.

Right to restrict processing: To request that we limit how we use your information in certain circumstances.

Right to data portability: To receive certain personal information in a structured, commonly used and machine-readable format, where applicable.

Right to object: To object to certain types of processing, including direct marketing.

Rights relating to automated decision-making: To request safeguards where applicable.

These rights are subject to legal conditions and exceptions. Not all rights apply in every circumstance.

To exercise your rights, please contact us using the details provided in the Who We Are section. We may need to verify your identity before processing a request. We will respond within the applicable legal timeframe.

12. Third-Party Websites and Services

Our website may contain links to third-party websites, including tennis organisations, booking platforms, social media services or other external websites.

This Privacy Policy applies to Newhaven Tennis Club's own processing activities. Third-party websites and services have their own privacy policies, and we encourage you to review them before providing personal information.

We are not responsible for the privacy practices of third-party websites that we do not control.

13. International Data Transfers

Some service providers we use may process personal information outside the United Kingdom.

Where personal information is transferred internationally, we will take appropriate steps to ensure that the transfer complies with applicable data protection law and that suitable safeguards are in place where required.

14. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, legal requirements or the services we provide.

The latest version will be published on our website, together with the date it was last updated. We encourage you to review this policy periodically.

15. Contact Us

If you have any questions, concerns or requests relating to this Privacy Policy or the way we handle your personal information, please contact us:

Data protection contact: support@newhaventennisclub.co.uk

We will endeavour to respond to your enquiry and handle your request in accordance with applicable data protection law.

16. Complaints

If you are unhappy with how we have handled your personal information, please contact us first so that we can investigate and attempt to resolve your concerns.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent data protection regulator.

Information Commissioner's Office: <https://ico.org.uk/make-a-complaint/>

Policy review date: September 2027